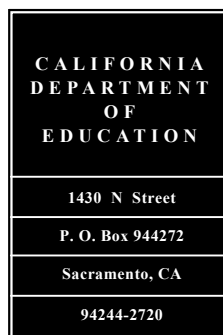




**JACK O'CONNELL**  
State Superintendent of Public Instruction



February 3, 2003

**To:** Language Census Coordinators  
(for LEAs submitting on paper)

**From:** Karl Scheff, Administrator  
Educational Demographics Office

**Subject:** Language Census, 2003 (FORM R30-LC)

This mailing contains the materials your local education agency (LEA) will need to complete 2003 Language Census. The set of materials you receive are based on the response to the survey that was sent to you November 18, 2002. The census is an annual school-level data collection that is submitted to the California Department of Education on or before April 3, 2003. The data is to be collected as of March 1, 2003. Since March 1<sup>st</sup> is a Saturday, you may choose to collect data based on the previous working day (**February 28**).

Your LEA is responsible for returning complete Language Census data for each K-12 public school in your district. Include data for all Charter schools in your district. For the first time California Youth Authority schools, Juvenile Halls, and court schools will be participating in the Language Census. As in the past, preschools, children's centers, adult schools, regional occupation centers, and State Special Schools will not be reporting Language Census data.

Your LEA has chosen to submit the Language Census on Paper. For each applicable K-12 public school this mailing includes:

- One Language Census, Spring 2003 Form (R30-LC);
- One set of Language Census Instructions;
- One set of Frequently Asked Questions;
- One set of preprinted white labels (the LEA is receiving a single set of label instructions);
- List of Expected Schools with **your password** for Internet use; and
- LC Data Entry Assistant Software on CD (in hopes you change your submission method).

Please put the labels on the forms, distribute them to each school, along with the *Instructions* and *Frequently Asked Questions*, provide any needed assistance to schools in completing the census, collect and check the forms for completeness and accuracy, and return all the forms to our office by April 3, 2003.

This year the content of the form has changed slightly. In Part 4 of the R30-LC form we have indicated that the reporting of submitted and granted parental waivers is now

mandatory. We have also made some design changes to the form, included some additional instructions, and added an appendix to the instructions which contains instructions for using the software. The intent of these changes is to make the form easier to complete and to prevent errors.

We encourage you to reconsider your submission method and instead load the software and submit your data via the Internet. The software provides automated calculations, a wide variety of edit checks, district and school reports, and data submission via the Internet. It is easy to use and should enhance your ability to report accurate information in a timely manner. The system requirements are: 1) a personal computer; 2) Windows 95/98/NT or Windows 2000; and 3) Internet connectivity.

### **Internet Resources**

Our office has developed a web page to provide assistance for Language Census Coordinators. This web page can be found at <http://www.cde.ca.gov/demographics> by clicking on the link for *Language Census Correspondence and Instructional Materials*. The following are some of the features that are, or will be, posted on this web page:

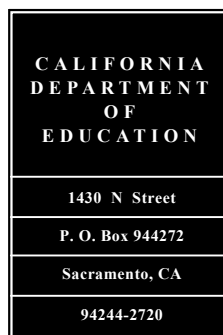
- *New!* List of Language Census Expected Schools (early February)
- *New!* Language Census Pre-certification (early May)
- Language Census Contact and Submission Survey (current)
- Language Census Correspondence and Instructional Materials (current)
- Software Instructional Documents and Updates/Patches (current)
- Information on CDE-California School Information Services (CSIS) (current)

If you have questions about this mailing or the Language Census submission process, please contact Dorothy Aicega at (916) 327-0208 or Shana Wise at (916) 327-5927.

KS:da  
Enclosures



**JACK O'CONNELL**  
State Superintendent of Public Instruction



February 3, 2003

**To:** Language Census Coordinators  
(for LEAs submitting on software & requesting paper)

**From:** Karl Scheff, Administrator  
Educational Demographics Office

**Subject:** Language Census, 2003 (FORM R30-LC)

This mailing contains the materials your local education agency (LEA) will need to complete the 2003 Language Census. The set of materials you receive are based on the response to the survey that was sent to you November 18, 2002. The census is an annual school-level data collection that is submitted to the California Department of Education on or before April 3, 2003. The data is to be collected as of March 1, 2003. Since March 1<sup>st</sup> is a Saturday, you may choose to collect data based on the previous working day (**February 28**).

Your LEA is responsible for returning complete Language Census data for each K-12 public school in your district. Include data for all Charter schools in your district. For the first time California Youth Authority schools, Juvenile Halls, and court schools will be participating in the Language Census. As in the past, preschools, children's centers, adult schools, regional occupation centers, and State Special Schools will not be reporting Language Census data.

Your LEA has chosen to submit the Language Census using our Windows-based software. You have also requested paper forms to use for internal data collection only. The following materials have been included for each applicable school in your LEA:

- One *Language Census, Spring 2003 Form* (R30-LC);
- One set of *Language Census Instructions*;
- One set of *Frequently Asked Questions*;
- One set of preprinted blue labels (the LEA is receiving a single set of label instructions);
- List of Expected Schools with **your password** for Internet use; and
- LC Data Entry Assistant Software on CD.

Please put the labels on the forms, distribute them to each school, along with the *Instructions* and *Frequently Asked Questions*, provide any needed assistance to schools in completing the census and collect the forms. Enter the data into the Language Census software and submit the data via the Internet to our office by April 3, 2003.

This year the content of the form has changed slightly. In Part 4 of the R30-LC form we have indicated that the reporting of submitted and granted parental waivers is now

mandatory. We have also made some design changes to the form, included some additional instructions, and added an appendix to the instructions which contains instructions for using the software. The intent of these changes is to make the form easier to complete and to prevent errors.

Since your LEA chose to use our software for preparing and submitting data you will have the benefits that the software provides; automated calculations, a wide variety of edit checks, district and school reports, and data submission via the Internet. The software is easy to use and should enhance your ability to report accurate information in a timely manner. The system requirements are: 1) a personal computer; 2) Windows 95/98/NT or Windows 2000; and 3) Internet connectivity.

### **Internet Resources**

Our office has developed a web page to provide assistance for Language Census Coordinators. This web page can be found at <http://www.cde.ca.gov/demographics> by clicking on the link for *Language Census Correspondence and Instructional Materials*. The following are some of the features that are, or will be, posted on this web page:

- *New!* List of Language Census Expected Schools (early February)
- *New!* Language Census Pre-certification (early May)
- Language Census Contact and Submission Survey (current)
- Language Census Correspondence and Instructional Materials (current)
- Software Instructional Documents and Updates/Patches (current)
- Information on CDE-California School Information Services (CSIS) (current)

If you have questions about this mailing or the Language Census submission process, please contact Dorothy Aicega at (916) 327-0208 or Shana Wise at (916) 327-5927.

KS:da  
Enclosures



**JACK O'CONNELL**  
State Superintendent of Public Instruction

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February 3, 2003

**To:** Language Census Coordinators  
(for LEAs submitting on software)

**From:** Karl Scheff, Administrator  
Educational Demographics Office

**Subject:** Language Census, 2003 (FORM R30-LC)

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Your LEA has chosen to submit the Language Census using our software. Although you did not request to receive forms for internal use, they are available on the Internet and in the software. The following is a list of materials that are included in this mailing.

- One *Language Census, Spring 2003 Form* (R30-LC);
- One copy of the *Language Census Instructions*;
- One copy of the *Frequently Asked Questions*;
- List of Expected Schools with **your password** for Internet use; and
- LC Data Entry Assistant Software on CD.

Please provide any needed assistance to schools in completing the census, collect and check your data for completeness and accuracy, and submit the data via the Internet to our office by April 3, 2003.

This year the content of the form has changed slightly. In Part 4 of the R30-LC form we have indicated that the reporting of submitted and granted parental waivers is now mandatory. We have also made some design changes to the form, included some additional instructions, and added an appendix to the instructions which contains instructions for using the software. The intent of these changes is to make the form easier to complete and to prevent errors.

Since your LEA chose to use our software for preparing and submitting data you will have the benefits that the software provides; automated calculations, a wide variety of edit checks, district and school reports, and data submission via the Internet. The software is easy to use and should enhance your ability to report accurate information in a timely manner. The system requirements are: 1) a personal computer; 2) Windows 95/98/NT or Windows 2000; and 3) Internet connectivity.

### **Internet Resources**

Our office has developed a web page that is geared for Language Census Coordinators. This web page can be found at <http://www.cde.ca.gov/demographics> by clicking on the link for Language Census Correspondence and Instructional Materials. The following are some of the features that are, or will be, posted on this web page:

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